

**Financial Services**

Date: 11/1/2011

**Viewing Scanned Documents in  
Finance Self Service  
FSJA-098**

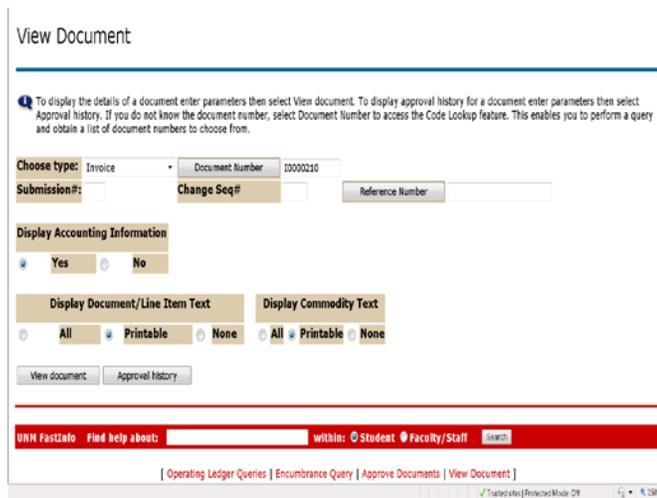
Users have the ability to view scanned images of supporting documentation related to Purchase Orders, Invoices and Journal Vouchers through Finance Self-Service.

To view documents log into the MyUNM portal in LoboWeb select the Finance tab and select **View Documents**:



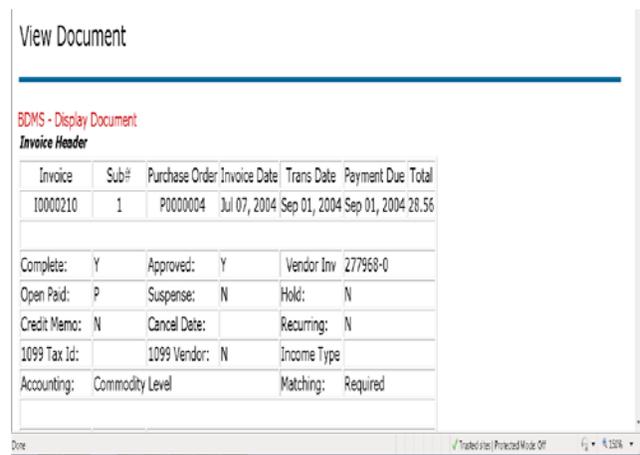
Choose the type of document you'd like to view: Purchase Requisition, Purchase Order, Invoice or Journal Voucher. Other documents are not scanned.

Select **View document**:

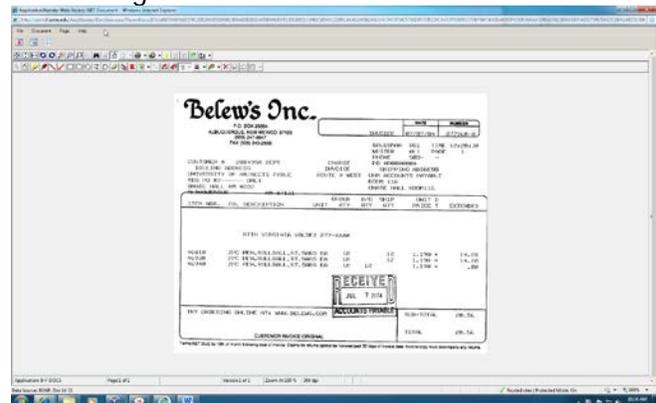


Click on the hyperlink:

**BDMS – Display Document.** Note: If the hyperlink does not appear, there are no scanned supporting documents for the document selected.



A scanned image of your document will be available for viewing.



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